

Teleworking Guidelines - Safely working from home



- Complete Computer Workstation Ergonomics (FN000324)
- Try not to directly use your laptop for prolonged periods – utilize a monitor and keyboard/mouse
- Sit comfortably, keyboard and mouse at/near elbow height
- Use items you have at home to help:
 - Books or boxes can be used to prop up your laptop monitor
 - Pillows and cushions can be used to support your body in an uncomfortable chair
- Talk to your supervisor if you need ergo equipment for use at home
 - Or contact your DSO for assistance
- Take breaks!
 - Move around and try some quick exercises